

## **Vacancy Announcement**

**Position: Loans Officer, Grants Officer & Jasiri Fund Manager**

**Deadline: 26<sup>th</sup> April 2024**

The Collaborative Centre for Gender and Development is seeking to hire candidates to occupy the positions of a **Loans Officer & Grants Officer**.

The candidates will be reporting to the **Jasiri Fund Manager**.

### **JOB TITLE: LOAN OFFICER**

### **REPORTING TO JASIRI FUND MANAGER**

#### **Responsibilities:**

- Support mobilization and identification of potential loan recipients
- Monitor and track loan repayment schedules for borrowers who have received loans.
- Maintain accurate records of loan repayment status, payment histories, and communication.
- Coordinate with the relevant financial institution to exchange loan repayment data, address borrower concerns, and facilitate communication between borrowers and lenders.
- Collaborate with bank representatives to develop strategies for improving loan repayment rates, reducing defaults, and supporting vulnerable borrowers.
- Analyze loan repayment trends, delinquency rates, and borrower behaviour to identify patterns, risks, and opportunities for improvement.
- Prepare reports on loan repayment performance, successes, challenges, and recommendations.
- Ensure compliance of finance partner organization with loan agreements including, repayment terms, and regulatory requirements.
- Maintain organized and up-to-date documentation related to loan repayment activities.
- Perform any other duties assigned from time to time.

#### **Qualifications:**

- Bachelor's degree in finance, business administration, economics, accounting and or related field.
- At least 3 years experience in micro-loan management, debt collection, or related roles within the non -profit sector, banking industry, or social services.
- Knowledge of loan repayment strategies, financial literacy principles.
- Ability to build rapport, establish trust, and maintain confidentiality with clients.
- Analytical mindset, with the ability to analyze data, interpret trends, and make data-driven decisions.

- Familiarity with regulatory compliance, ethical standards, and best practices in financial services.
- Good communication and report writing skills.

### **Job Title: Grants Officer**

#### **Reporting to Jasiri Fund Manager**

- Coordinate with program managers and project teams to oversee the implementation of grant-funded projects, ensuring alignment with grant goals, timelines, and milestones
- Coordinate identification, assessment and selection of beneficiaries for business grants
- Support facilitation of other types of grants such as to partner implementing organizations.
- Monitor grant agreements, contracts, and grant requirements from the donor and ensuring compliance with grant terms, regulations, and reporting deadlines.
- Conduct regular reviews, and assessments of grant-funded activities to ensure adherence to the stated budgetary guidelines, program objectives, and performance indicators.
- Identify and address any issues, discrepancies, or risks related to grant compliance and reporting.
- Maintain an overview of grants management and monitoring, and ensure that appropriate controls and decisions are made regarding responsible release of funds to sub grantees.
- Monitor grant project progress, activities, outputs, and outcomes
- Work closely with finance teams to monitor grant budgets, expenditures, financial reporting, and cost allocation for grant-funded programs.
- Prepare and submit timely and accurate grant reports, progress updates, impact assessments, and narrative summaries.
- Maintain comprehensive grant files and records, including grant agreements.
- Cultivate positive relationships with donors, funding agencies, and grant-making institutions, serving as the primary point of contact for grant-related inquiries, updates, and communications.
- Communicate effectively with the internal team, program partners, and beneficiaries to disseminate grant-related information, guidelines, and best practices.
- Provide training, guidance, and technical assistance to sub grantees on grant management procedures, reporting requirements, and compliance standards.
- Promote capacity building initiatives, knowledge sharing, and learning opportunities to enhance grant management skills and organizational effectiveness.
- Perform any other duties assigned by your supervisor assigned from time to time.

#### **Qualifications:**

- Bachelor's degree in public administration, business administration, finance, economics or a related discipline

- A minimum of 2-3 years of progressive working experience in donor funded contracts and grants management in NGO is an added advantage.
- Strong knowledge of grant funding mechanisms, donor relations, grant compliance, and reporting standards.
- Excellent attention to detail, and ability to interpret budgets, and grant agreements.
- Good communication skills, both verbal and written, with the ability to prepare clear, concise, and compelling reports.
- Ability to work collaboratively in a team environment, multitask, prioritize tasks, and meet deadlines in a fast-paced and dynamic work environment.

## **JASIRI FUND MANAGER TERMS OF REFERENCE**

### **REPORTING TO EXECUTIVE DIRECTOR**

The Jasiri fund manager shall provide overall management and administration of the Jasiri loans and grants in 5 CCGD operational counties and supervise core staff assigned to the fund including the Loan and Grant managers. More specifically:

1. Coordinate effective working arrangements between the Jasiri Fund program team, financial service providers, training partners, and other stakeholders.
2. Oversee the financial aspects of the program, including budgeting, fund disbursement, and ensuring adherence to financial regulations and procedures.
3. Contribute to development and implementation of transparent and efficient systems for the administration of Jasiri loans and grants, ensuring compliance with program guidelines.
4. Identify and assess potential risks related to fund management and develop risk mitigation strategies. Regularly report on risk assessments to relevant stakeholders.
5. Coordinate and oversee the implementation of capacity-building programs, including financial literacy training and entrepreneurship skills development, for both loan and grant recipients.
6. Coordinate review and assessment of business plans submitted by grant applicants, providing guidance and feedback to ensure the viability and sustainability of proposed business ideas.
7. Develop and implement a robust monitoring and evaluation framework to track the impact of both Jasiri loans and grants on the economic empowerment, financial inclusion, access, and participation in the world of work for women and young women.

8. Engage with financial service providers, partnering organizations, and relevant stakeholders to foster collaboration and ensure the smooth operation of the program.
9. Prepare regular reports on program activities, financial disbursements, and the overall impact of the program, and provide timely updates to key stakeholders, including donors and implementing partners.
10. Maintain accurate and up-to-date documentation of all program-related transactions and activities and lead reporting to respective core partner management as well as to the Jasiri Fund Director.
11. Oversee capacity enhancement of program staff involved in fund management processes by providing training and guidance to ensure effective implementation.
12. Identify areas for continuous improvement in fund management processes and program implementation, and propose and implement enhancements to optimize program impact.
13. Oversee upholding of high ethical standards in all aspects of fund management, ensuring transparency, accountability, and fairness in the administration of Jasiri's loans and grants.

### **Qualifications and Experience.**

- Bachelor's or Master's degree in Finance, Business Administration, Economics, or a related field.
- Proven experience (3+ years) in fund management, financial analysis, budgeting, and reporting.
- At least 2 years' experience in management/as a member of senior management team/leader of a team charged with delivery of specific outcomes.
- Strong writing skills with the ability to produce clear, concise reports.
- Experience in overseeing budgets, fund disbursement processes, and financial controls, with knowledge of financial regulations and compliance standards.
- Ability to coordinate and deliver capacity-building programs, training sessions, or workshops on financial literacy and entrepreneurship.
- Excellent communication, interpersonal, and leadership skills, with the ability to work collaboratively in a team environment.
- Strong problem-solving skills to address challenges, resolve discrepancies, and implement corrective actions.
- Leadership Skills: Strong leadership, organizational, and skills are important for overseeing team work and ensuring effective implementation of the project.

**Method of Application**

Send your application letter and Curriculum vitae only to the HR officer on [hr@ccgdcentre.org](mailto:hr@ccgdcentre.org) and copy [ccgdinfo@gmail.com](mailto:ccgdinfo@gmail.com) clearly indicating the position you are applying for before 26<sup>th</sup> April 2024.

Please note that only the short-listed candidates will be contacted.

**N/B; Certificates and testimonials are not required at the application stage.**